

Iowa Community Services Block Grant Program

FFY 2023 CSBG COMMUNITY ACTION PLAN AND APPLICATION (ABBREVIATED)

INSTRUCTIONS

Community Services Block Grant Program
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STATE OF IOWA
COMMUNITY SERVICES BLOCK GRANT PROGRAM (CSBG)

FFY 2023 CSBG COMMUNITY ACTION PLAN AND APPLICATION (ABBREVIATED)

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INSTRUCTIONS

I. GENERAL INSTRUCTIONS

1. Provide only the information requested in section VII. Application Instructions. Agencies must use the electronic spreadsheets and forms provided by the Division of Community Action Agencies (DCAA).
2. Agencies are required to involve a ROMA-certified trainer or ROMA-certified implementer in the implementation of the CSBG application (CSBG Organizational Standard 4.3). The DCAA will not accept CSBG applications without documentation verifying a ROMA-certified trainer or ROMA-certified implementer was utilized in the implementation of the CSBG application.
3. The agency's governing board must fully participate in the planning and development of the CSBG application (CSBG Act, Section 676B(a)(1)). The agency's full governing board must receive and approve the CSBG application before it is submitted to the DCAA.
4. Certification of the CSBG application (section VII, G. CSBG Assurances) requires signatures from the Executive Director and the President/Chair of the agency's governing board. No exceptions. Original scanned signatures or electronic signatures using an e-signature software are allowed.
5. The DCAA will issue the agency a FFY 2023 CSBG contract after the agency's CSBG application has been reviewed and accepted by the DCAA. No CSBG costs incurred are reimbursable with FFY 2023 CSBG funds until the agency has a FFY 2023 CSBG contract signed by the DCAA Administrator.
6. In FFY 2004, the DCAA adopted an CSBG application process under which a "FULL" CSBG Community Action Plan and Application is required from the agency for even numbered federal fiscal years and an "ABBREVIATED" CSBG Community Action Plan and Application for odd numbered federal fiscal years.

II. GENERAL INFORMATION

1. **PURPOSE OF THE COMMUNITY SERVICES BLOCK GRANT:** To provide assistance to eligible entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. (CSBG Act, Section 672)
2. **ELIGIBLE ENTITIES:** Iowa community action agencies. (CSBG Act, Section 673(1) and 2021 Iowa Code, Chapter 216A, Subchapter 6, Division of Community Action Agencies)
3. **ALLOCATION OF FUNDS:** The allocation of CSBG funds is on a non-competitive basis. The funds are distributed to eligible entities in accordance with federal and state laws, provisions of state appropriation legislation, and as stated in the current Iowa CSBG State Plan and Application.
4. **ISSUED:** February 17, 2022
5. **SOLICITATION:** CSBG applications must be received by the DCAA no later than 4:00 p.m., June 3, 2022. CSBG applications must be submitted by e-mail to the application contact persons listed in section II (#6).

6. **APPLICATION CONTACT PERSONS:** Greg Pieper, (515) 281-0474, Greg.Pieper@iowa.gov and Lorie Easter, (515) 281-3791, Lorie.Easter@iowa.gov
7. **PROJECT DURATION:** The project's start date is October 1, 2022. Agencies have up to two years (September 30, 2024) to expend their FFY 2023 CSBG allocation.

III. COMMUNITY SERVICES BLOCK GRANT ACT PURPOSES AND GOALS

The purposes and goals of the Community Services Block Grant Act are:

1. To provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)); and
2. To accomplish the goals described in paragraph (1) through—
 - A. The strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;
 - B. The organization of a range services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency;
 - C. The greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;
 - D. The maximum participation of residents of the low-income communities and members of the groups served by programs assisted through the block grants made under this subtitle to empower such residents and members to respond to the unique problems and needs within their communities; and
 - E. The broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for—
 - i. Private, religious, charitable, and neighborhood-based organizations; and
 - ii. Individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

IV. COMMUNITY SERVICES BLOCK GRANT ACT ASSURANCE OF FUNDS

The CSBG program as established by the Community Services Block Grant Act (42 U.S.C. 9901 et seq.), makes available to the State of Iowa funds to be used:

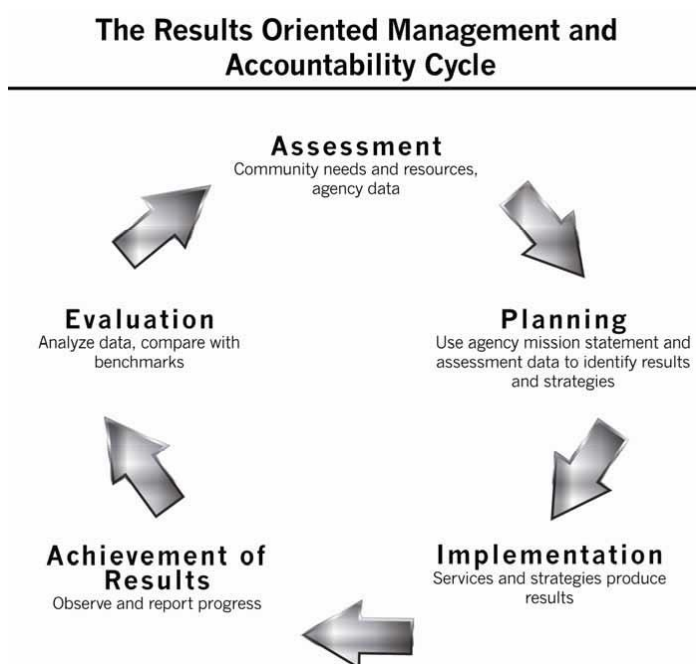
1. To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income families and individuals, and a description of how such activities will enable the families and individuals—
 - A. To remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - B. To secure and retain meaningful employment;
 - C. To attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - D. To make better use of available income;
 - E. To obtain and maintain adequate housing and a suitable living environment;
 - F. To obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;
 - G. To achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to—
 - i. Document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - ii. Strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
2. To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—
 - A. Programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
 - B. After school child care;
3. To make more effective use of, and to coordinate with, other programs related to the purposes of this program (including State welfare reform efforts).

V. REVIEW OF APPLICATIONS

The CSBG application will be reviewed by the DCAA to ensure that it meets the CSBG Act’s purposes and goals (section III), the CSBG Act’s assurance of funds (section IV), and the application instruction requirements (section VII).

VI. RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY

The CSBG Act requires states and community action agencies to participate in the Results Oriented Management and Accountability (ROMA) performance measure system. ROMA is a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving CSBG funds. The ROMA Cycle (shown below) illustrates the ROMA implementation actions that focus on results-oriented management and results-oriented accountability.



The CSBG application requires the agency to follow the ROMA cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and administering their agency’s FFY 2023 CSBG program. This will ensure the agency’s CSBG program will be outcome-based, anti-poverty focused, and tie directly to community assessments. It will also ensure the agency’s FFY 2023 CSBG program will meet the ROMA requirements in the CSBG Act and CSBG Organizational Standards 4.2 and 4.3.

VII. APPLICATION INSTRUCTIONS

The following are the instructions and requirements for completing the “ABBREVIATED” FFY 2023 CSBG Community Action Plan and Application (application).

Agency governing boards must fully participate in the development (assessment), planning, implementation, and evaluation of their agency's CSBG program (CSBG Act, Section 676B(a)(1)). Therefore, agencies are responsible for ensuring their agency's leadership and governing board participate in the development, planning, and implementation actions of their application.

Agencies are required to use the services of a ROMA-certified trainer or ROMA-certified implementer to assist them in the implementation of their application (CSBG Organizational Standard 4.3). Agencies are required to provide supporting documentation that verifies the ROMA-certified trainer's or ROMA-certified implementer's involvement. See section VII, L. ROMA-CERTIFIED TRAINER OR ROMA-CERTIFIED IMPLEMENTER DOCUMENTATION.

A. COVER SHEET

- 1. Complete and include the Cover Sheet form with the application.** (Attachment A).

B. ASSESSMENT

COMMUNITY NEEDS ASSESSMENT REPORT: Agencies are required to complete and issue a community needs assessment report every 3 years (CSBG Organizational Standards: Category 3). The community needs assessment report identifies individual, family, and community needs within their agency's service area. Agencies use their report to plan programs and services to address individual and family needs, and to plan initiatives to address community needs.

- 1. Include a copy of your agency's community needs assessment report or the executive summary from your agency's community needs assessment report.** The CSBG Act (Section 676(b)(11)) requires states to secure from each agency a CSBG application that includes a community needs assessment.
- 2. Provide the date your agency's governing board accepted, through board action, the community needs assessment report.**

In the following section (C. PLANNING AND IMPLEMENTATION) use your agency's community needs assessment and other available assessments, evaluations, resources, and data when planning and determining the individual and family programs and services your agency will implement, and the community initiatives your agency will implement and be significantly involved in during FFY 2023. Significant involvement means that an agency invests time and resources to support a community initiative whether or not the agency is the lead organizer.

C. PLANNING AND IMPLEMENTATION

AGENCY MISSION STATEMENT: Agencies are required have a mission statement (CSBG Organizational Standard 4.1). The mission statement communicates the agency's purpose in addressing the individual, family, and community needs within their agency's service area. Agencies must review their mission statement every 5 years and assure that: 1) the mission addresses poverty, and 2) the agency's individual and family programs and services, and community initiatives are aligned with the agency's mission.

Agencies should only plan, implement, and support individual and family programs and services, and community initiatives that align with their agency's mission statement.

1. **Provide your agency's mission statement and, if relevant, your agency's vision statement.**
2. **Provide the date your agency's governing board reviewed your agency's mission statement.**

PLANNING AND IMPLEMENTATION: Agencies must plan and implement programs and services to address individual and family needs, and initiatives to address community needs. Using the ROMA performance measurement system: Community Action National Performance Indicators (NPIs), agencies set goals (targets) and report the outcomes of their agency's individual and family programs and services, and community initiatives.

For this application, planning should include a review of the following information:

- current programs and services that address individual and family needs
- current community initiatives (community-level work)
- strategic plan
- mission and vision statements
- community needs assessment report and other assessments, evaluations, resources, and data
- Community Action NPIs outcomes reviews

Determine the individual and family programs and services, and the community initiatives your agency will implement and be significantly involved in during FFY 2023.

3. **Provide a list of the individual and family programs and services your agency will administer/implement in FFY 2023. For each program/service, briefly explain the program's or service's purpose.**
4. **IF APPLICABLE: Provide a list of the community initiatives your agency will administer/implement and/or be significantly involved in FFY 2023. For each initiative, briefly explain the initiative's purpose.**

Once your agency has determined through its planning the individual and family programs and services, and the community initiatives your agency will implement and be significantly involved in, complete the following Community Action NPI spreadsheets and forms. Your agency will use the Community Action NPI spreadsheets and forms to set targets and report on the progress and outcomes of your agency's individual and family programs and services, and community initiatives during FFY 2023.

5. **Complete the following Community Action NPI spreadsheets and forms.** Your agency will use these Community Action NPI spreadsheets and forms to set targets and report on the progress and outcomes that can be attributed to your agency during FFY 2023.
 - a. **Complete and include the FFY 2023 Community Action NPIs – Individual and Family spreadsheets with the application.** (Attachment B1)
The instructions and guidance for these spreadsheets are in section VII, L.
 - b. **IF APPLICABLE: Complete and include the FFY 2023 Community Action NPIs – Community forms with the application.** (Attachment B2)
The instructions and guidance for these forms are in section VII, M.
6. **Explain your agency leadership's (Executive Director and management staff) role, participation, and involvement in the application planning and implementation process.**

- 7. Explain your governing board's role, participation, and involvement in the application planning and implementation process.**

D. ACHIEVEMENT OF RESULTS

Agencies are required to report the progress and outcomes of their agency's individual and family programs and services, and community initiatives.

During FFY 2023, your agency will use the Community Action NPI spreadsheets and forms to set targets and report the progress and outcomes of your agency's individual and family programs and services, and community initiatives. To meet CSBG Organizational Standard 4.4, your agency must provide these reports to your agency's governing board and document that action in the board minutes or board meeting materials.

- 1. Explain what your agency's process will be for preparing and reviewing the Community Action NPI reports.**
 - a. Explain what your agency's leadership's (Executive Director and management staff) role, participation, and involvement will be in preparing and reviewing the Community Action NPI reports.**
- 2. Explain what your agency's process will be for providing and presenting the Community Action NPI reports to your agency's governing board.**

E. EVALUATION

Agencies are required to analyze their agency's individual and family programs and services outcomes, and community initiatives outcomes.

At the end of FFY 2023, your agency will use the Community Action NPI spreadsheets and forms to report the final outcomes of your agency's individual and family programs and services, and community initiatives. Your agency must review the final outcomes and use them to determine the impact your agency's programs, services, and initiatives had on the individuals, families, and communities. To meet CSBG Organizational Standard 9.3, your agency must provide your agency's review of the final outcomes to your agency's governing board and document that action in the board minutes or board meeting materials.

- 1. Explain what your agency's process will be for reviewing the final outcomes reported on your agency's Community Action NPI reports.**
 - a. Explain what your agency's leadership's (Executive Director and management staff) role, participation, and involvement will be in reviewing the final outcomes reported on your agency's Community Action NPI reports.**
- 2. Explain what your agency's process will be for providing and presenting your agency's review of the final outcomes to your agency's governing board.**
- 3. Explain what your agency's process will be for using its review of the final outcomes to adjust your agency's individual and family programs and services, and community initiatives.**

ADDITIONAL INFORMATION

F. CSBG PROGRAM BUDGET

Agencies must submit a CSBG program budget that supports the individual and family programs and services, community initiatives, and agency capacity their agency will implement or support with their FFY 2023 CSBG funds.

USES OF CSBG FUNDS: CSBG funds are to be used to carry out the CSBG purposes and goals listed in section III. Community Services Block Grant Purposes and Goals, and must support the activities listed in section IV. Community Services Block Grant Assurance of Funds.

Individual and Family Programs and Services: Agencies that use their CSBG funds to provide programs and services to individuals and families with low incomes (clients) must verify client income and determine client eligibility.

Verifying client income: Consistent with Iowa's CSBG policies and procedures, agencies must use Iowa's Low-income Home Energy Program (LIHEAP) procedures (see the State of Iowa—LIHEAP Procedures Manual and LIHEAP guidance) for verifying client income.

Where client income verification is not possible or practical, agencies may use proxy income verification procedures (obtaining a client's income verification through another agency Community Action program) or self-declaration of income procedures to verify a client's income. If self-declaration procedures are used, the procedures must require clients to attest to their income by signing a self-declaration of income form.

Determining client eligibility: Once a client's income is verified, agencies must use the most recent HHS Poverty Guidelines for determining the client's eligibility. For the FFY 2023 CSBG project period (section II (#7)), the ceiling for client eligibility is 125% of the current U.S. Health and Human Services (HHS) Poverty Guidelines. The DCAA will issue policy guidance if Iowa's CSBG program client eligibility ceiling changes.

Community Initiatives: Agencies that use their CSBG funds for community initiatives must ensure the following:

Community initiatives must:

- target and benefit low-income communities, and
- address a community need identified by the agency in a community assessment

- 1. Complete and include the CSBG Program Budget forms with the application.** (Attachment C) Use your agency's projected FFY 2023 CSBG allocation amount when completing the forms. (Attachment D).
- 2. CSBG Program Budget Narrative:** To better understand how your agency's FFY 2023 CSBG program budget supports individual and family programs and services, community initiatives, and agency capacity, provide the following information, if applicable:
 - a. EQUIPMENT: Explain the equipment purchase budget and/or the equipment rental budget.**

Equipment: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more. Equipment includes vehicles.

Purchasing Equipment: Prior approval from the DCAA must be obtained in writing for the purchase of any equipment that involves \$5,000 or more of CSBG funds. The DCAA's acceptance of an agency's CSBG application and CSBG program budget does not constitute prior approval for an equipment purchase.

- b. **CONSULTANTS:** Explain the purpose for each consultant listed.
- c. **CO-FUNDED PROGRAMS AND SERVICES:** For each co-funded program/service listed, explain the purpose of the program or service and how CSBG funds will be used to support the program or service (i.e. personnel, client benefits, travel, space, equipment, indirect costs, etc.).
- d. **CSBG FUNDED PROGRAMS AND SERVICES (NOT CO-FUNDED):** For each CSBG funded program/service listed, explain the purpose of the program or service and how CSBG funds will be used to support the program or service (i.e. personnel, client benefits, equipment, supplies, indirect costs, etc.).
- e. **OTHER COSTS (OTHER):** Explain the purpose for each itemized other cost listed.

G. CSBG ASSURANCES

Complete and include the CSBG Assurances form with the application. (Attachment E)
Certification of the assurances requires signatures from the agency's Executive Director and the current President/Chair of the agency's governing board. No other signatures will be accepted.

H. BOARD MEMBER ROSTER

Include a current governing board member roster with the application.
The roster must include: member names, board officer titles, contact information, sector representing, appointment/elected dates (month and year), term (if applicable), and the date the roster was last updated (month and year).

I. NONPROFIT RATE AGREEMENT OR COST ALLOCATION PLAN

Include a copy of your agency's current U.S. Health and Human Services approved Nonprofit Rate Agreement. If your agency does not have a Nonprofit Rate Agreement, include a copy of your agency's current cost allocation plan.

J. ROMA-CERTIFIED TRAINER OR ROMA-CERTIFIED IMPLEMENTER DOCUMENTATION

Include supporting documentation that verifies a ROMA-certified trainer or ROMA-certified implementer was utilized in the implementation of the application.

K. PLANNING AND IMPLEMENTATION SUPPORTING DOCUMENTATION

Include supporting documentation that verifies the governing board's full participation in the development, planning, and approval of the application. The supporting documentation must confirm the full governing board received and approved the application before submittal. Supporting documentation must include, at a minimum, copies of the board minutes that address the development, planning, and approval of the application.

Although your agency must submit a copy of the finalized board minutes showing full governing board approval, your agency does not and should not wait for the board minutes themselves to be finalized before submitting the application. Submit the application as soon as it has been approved by the full governing board and then e-mail a copy of the board minutes to the application contact persons (section II (#6)) once they have been finalized.

ADDITIONAL INSTRUCTIONS AND GUIDANCE

L. INSTRUCTIONS AND GUIDANCE FOR THE FFY 2023 COMMUNITY ACTION NPIS INDIVIDUAL AND FAMILY SPREADSHEETS (Attachment B1)

COMMUNITY ACTION NATIONAL PERFORMANCE INDICATORS (NPIS)

INDIVIDUAL AND FAMILY

COMMUNITY ACTION NPIS

Community action agencies that receive CSBG funding are required to annually report their community action outcomes. The CSBG program requires agencies to collect and report their individual, family, and community outcomes within the framework of the three national Community Action goals:

Community Action Goals

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

To present a uniform and coherent national picture of community action outcomes, the Community Action network adopted and uses the Community Action NPIS for national community action data collection and reporting. The Community Action NPIS measure the impact community action programs, services, and initiatives have on individuals, families, and communities, and measure progress towards achieving the three national Community Action goals.

FFY 2023 CSBG APPLICATION INSTRUCTIONS: Individual and Family NPIS

There are 45 Individual and Family NPIS. All 45 NPIS are listed on these spreadsheets by CSBG domain: Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement and Community Involvement.

As part of the agency's FFY 2023 CSBG application the agency is responsible for reviewing all 45 NPIS and identifying the NPIS that capture the outcomes the agency plans to achieve through programs and services the agency implements in FFY 2023. For each NPI the agency identifies, the agency will set a target and report outcomes during FFY 2023.

1. Complete and include the Individual and Family NPI spreadsheets with your agency's FFY 2023 CSBG application.

Instructions:

A. Review all 45 NPIS. *The 45 NPIS are in the 13 tabs:*

*EMPL_1 EMPL_2 EMPL_3 ED_1 ED_2 ED_3 ASSET_1 ASSET_2
HOUS_1 HOUS_2 HEA_1 HEA_2 ENGAGEMENT*

B. Identify the NPIS that capture the outcomes your agency plans to achieve through the programs and services your agency will implement in FFY 2023. For each NPI your agency identifies, provide the names of the programs and services that will provide the outcomes data for the NPI.

To identify a NPI, enter YES in the PLANNED NPIs column and enter the names (acronyms are preferred) of the programs and services that will provide the outcomes data for that NPI in the PROGRAMS AND SERVICES column.

For the NPIs your agency does not plan to report on, enter NO in the PLANNED NPIs column and leave the PROGRAMS AND SERVICES column blank.

For your agency's FFY 2023 CSBG application, only complete the PLANNED NPIs column and, if applicable, the PROGRAMS AND SERVICES column. Your agency will complete the other sections during and at the end of FFY 2023. The due dates and instructions for FFY 2023 reporting are provided in the following sections.

Additional guidance and assistance for identifying individual and family NPIs:

- Use the Community Action NPIs Crosswalk (February 3, 2021) to determine which NPIs to report on. For each NPI, if applicable, the crosswalk lists the common Iowa community action programs and services that likely provide outcomes data the NPIs are trying to capture.
- Use the following procedure to determine which NPIs to report on. Agencies are not required, but are encouraged to use this procedure.

Procedure for Identifying Individual and Family NPIs

Below are three questions that were developed to assist agencies in determining which Individual and Family NPIs their agency should identify and plan to report on during FFY 2023.

If the agency answers YES to all three questions, the agency should identify the NPI on the spreadsheet and plan to report on the NPI during FFY 2023.

If the agency answers NO to any of the three questions, the agency should not identify the NPI on the spreadsheet and the agency should not report on the NPI during FFY 2023.

Questions:

1. Does this NPI capture an outcome our agency is trying to achieve through one or more of our agency's programs and services?
2. Do our programs or services collect the data (unduplicated counts) the NPI requires?
3. Will our agency be able to collect and report the data (unduplicated counts) for this NPI throughout FFY 2023?

- Employment NPIs #1c, #1d, #1f and #1g, Income and Asset Building NPIs #3a and #3b, and Housing NPIs #4c and #4d: These are NPIs with retention time frames (i.e. 90 days or 180 days) and only apply to programs and services that specifically require follow-up activities to be conducted and tracked.
- Employment NPIs #1b through #1g: A "living wage" job is defined as a job that pays above 200% of the HHS Poverty Guidelines for a one-person household.
- Income and Asset Building NPI #3h: This NPI requires agencies to report clients who reported improved well-being as measured by the CFPB Financial Well-Being Scale.
- "Other Performance Indicator" [OPTIONAL]: These rows are provided for agencies to add and report on agency specific performance indicators that are not captured by the 45 Individual and Family NPIs. Agencies are not required to add and report agency specific performance indicators. This is an option available for agencies.

REPORTING INSTRUCTIONS: Individual and Family NPIs

During FFY 2023, agencies will set targets and report the progress and outcomes on the Individual and Family NPIs their agency identified using these spreadsheets. The following are the due dates and instructions for reporting.

DUE DATE: November 11, 2022

On or before November 11, 2022, agencies are responsible for reviewing all 45 NPIs, identifying the NPIs that capture the outcomes their agency plans to achieve through agency programs and services implemented in FFY 2023, and reporting individual and family projections and targets for the NPIs their agency identifies.

1. Complete and submit the Individual and Family NPI spreadsheets by November 11, 2022.

Instructions:

- A. Review all 45 of the NPIs on the Individual and Family NPI spreadsheets your agency prepared and included with your FFY 2023 CSBG application. Update and amend any incorrect information on these spreadsheets.
- B. For each NPI with YES in the PLANNED NPIs column, report the following:

PROJECTED INDIVIDUALS/HOUSEHOLDS: Report the number of individuals or households your agency expects to assist/serve from October 1, 2022 through September 30, 2023.

INITIAL TARGET: Report the number of individuals or households your agency expects will achieve the outcome during FFY 2023.

For November 11, 2022 reporting, do not complete any of the other sections on these spreadsheets.

DUE DATE: April 28, 2023

On or before April 28, 2023, agencies are responsible for reviewing all 45 NPIs, identifying the NPIs that capture the outcomes their agency plans to achieve through agency programs and services implemented in FFY 2023, and reporting individual and family outcomes (at 6-months) and targets for the NPIs their agency identifies.

1. Complete and submit the Individual and Family NPI spreadsheets by April 28, 2023.

Instructions:

- A. Review all 45 of the NPIs on the Individual and Family NPI spreadsheets your agency prepared and submitted for November 11, 2022 reporting. Update and amend any incorrect information on these spreadsheets.
- B. For each NPI with YES in the PLANNED NPIs column, report the following:

6-MONTH INDIVIDUALS/HOUSEHOLDS: Report the actual number of individuals or households your agency assisted/served from October 1, 2022 through March 31, 2023.

6-MONTH OUTCOME: Report the actual number of individuals or households that achieved the outcome by March 31, 2023.

FINAL TARGET: Review your agency's 6-MONTH INDIVIDUALS/HOUSEHOLDS, 6-MONTH OUTCOME, and INITIAL TARGET. Report the number of individuals or households your agency now expects will achieve the outcome during FFY 2023. This target will be your agency's FINAL TARGET for FFY 2023 and be used in the ACHIEVED OUTCOME and TARGET ACCURACY calculations.

For April 28, 2023 reporting, do not complete any of the other sections on these spreadsheets.

DUE DATE: November 10, 2023

On or before November 10, 2023, agencies are responsible for reporting individual and family year-end outcomes for the NPIs with a final target.

1. Complete and submit the Individual and Family NPI spreadsheets by November 10, 2023.

Instructions:

- A. Using the Individual and Family NPI spreadsheets your agency prepared and submitted for April 28, 2023 reporting, for each NPI with a FINAL TARGET, report the following:

YEAR-END INDIVIDUALS/HOUSEHOLDS: Report the actual number of individuals or households your agency assisted/served from October 1, 2022 through September 30, 2023.

YEAR-END OUTCOME: Report the actual number of individuals or households that achieved the outcome by September 30, 2023.

- B. Review and evaluate your agency's YEAR-END OUTCOME, ACHIEVED OUTCOME percentage, and TARGET ACCURACY percentage.

Explain all TARGET ACCURACY percentages that are BELOW 80% or ABOVE 120%. Provide a brief explanation for these performance percentages in the COMMENTS/NOTES section at the bottom of the spreadsheet or submit the explanations on a separate document.

Auto-calculated formulas (for information purposes only)

ACHIEVED OUTCOME (for INDIVIDUALS):

[YEAR-END OUTCOME / YEAR-END INDIVIDUALS] = ACHIEVED OUTCOME %

ACHIEVED OUTCOME (for HOUSEHOLDS):

[YEAR-END OUTCOME / YEAR-END HOUSEHOLDS] = ACHIEVED OUTCOME %

TARGET ACCURACY:

[YEAR-END OUTCOME / FINAL TARGET] = TARGET ACCURACY %

M. INSTRUCTIONS AND GUIDANCE FOR THE FFY 2023 COMMUNITY ACTION NPIS COMMUNITY FORMS (Attachment B2)

COMMUNITY ACTION NATIONAL PERFORMANCE INDICATORS (NPIS) **COMMUNITY**

COMMUNITY ACTION NPIS

Community action agencies that receive CSBG funding are required to annually report their community action results (outcomes). The CSBG program requires agencies to collect and report their individual, family, and community outcomes within the framework of the three national Community Action goals:

Community Action Goals

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

To present a uniform and coherent national picture of community action outcomes, the Community Action network adopted and uses the Community Action NPIS for national community action data collection and reporting. The Community Action NPIS measure the impact community action programs, services, and initiatives have on individuals, families, and communities, and measure progress towards achieving the three national Community Action goals.

FFY 2023 CSBG APPLICATION INSTRUCTIONS: Community NPIS

As part of the agency's FFY 2023 CSBG application the agency is responsible for reporting on the community initiatives their agency will be significantly involved in during FFY 2023. For each community initiative, the agency will complete a Community Initiative Status Form.

The agency should only report on community initiatives that are focused on meeting a community-level need and creating community-level change. The following community-level initiative definition is from the National Association for State Community Services Programs (NASCAP):

A **community-level initiative** is any project, program, coalition, group, committed entities, or other group or activity that has a clearly defined purpose or goal to create measurable community-level change in a specific community (e.g. neighborhood, school district, and service area). Community-level initiatives are about changing the conditions and environment (e.g. assets, infrastructure, and capital) where households with low incomes live and work.

Identifying Community-Level Work

- 1) Does the community-level initiative meet a clearly identified community need?

Note - Characteristics of a community-level need include that the need is identified as being systemic in the community, impacting the community at large, the need identifies conditions in the community (e.g. the south side neighborhood does not have early childhood programs) and that there is a clear expectation of change in the identified community.

- 2) Does the community-level initiative result in community change that is observable and measurable, and is that change a direct result of the community-level initiative?
- 3) Does the community-level initiative include community strategies that engage external stakeholders? (e.g. customers, community partners, others in the community)

The agency should complete a Community Initiative Status Form and plan to report on:

- community initiatives that are focused on meeting a community-level need and creating community-level change;
- community initiatives that will start, continue, or be completed during FFY 2023;
- community initiatives where the agency is significantly involved (significant involvement means an agency invests time and resources to support the community initiative whether or not the agency is the lead organizer);
- community initiatives that have clearly established goals for community-level outcomes in place; and
- community initiatives that the agency does alone or in partnership, including community initiatives where the agency is the core organizer or one of several active investors or partners.

The agency should not complete a Community Initiatives Status Form for:

- community initiatives that are not focused on meeting a community-level need and creating community-level change;
- community initiatives that occur in the community where the agency is not significantly involved; and
- attendance at information and referral type community meetings, community efforts, or other activities otherwise known as “linkages” that are not designed to pursue specific community-level outcomes.

- 1. Prepare a Community Initiative Status Form for each community initiative your agency will be significantly involved in during FFY 2023 and submit each form with your FFY 2023 CSBG application.**

Instructions:

- A. For each community initiative, open a Community Initiative Status Form (CISF tabs), and provide the information requested in sections 1 through 11.

For your agency’s FFY 2023 CSBG application, only complete sections 1 through 11 on each Community Initiative Status Form your agency submits. Your agency will complete the other sections during and at the end of FFY 2023. The due dates and instructions for FFY 2023 reporting are provided in the following sections.

Additional guidance for completing a Community Initiative Status Form starts on page 17.

REPORTING INSTRUCTIONS: Community NPIs

During FFY 2023, agencies are responsible for reporting on the progress and outcomes of each community initiative their agency is significantly involved in using the Community Initiative Status Forms. The following are the due dates and instructions for reporting.

DUE DATE: November 11, 2022

On or before November 11, 2022, agencies are responsible for reporting on the progress of each community initiative their agency is significantly involved in.

- 1. Prepare a Community Initiative Status Form for each community initiative your agency is significantly involved in and submit each form by November 11, 2022.**

Instructions:

- A. Review each Community Initiative Status Form your agency has in place (the forms your agency prepared and included with your FFY 2023 CSBG application). Update and amend any incorrect information on each form, including deleting the community initiative if appropriate.
- B. If your agency wants to add a community initiative, open a blank Community Initiative Status Form (CISF tabs) and provide the information requested in sections 1 through 11.
- C. For each community initiative that has a goal (numeric or as a percentage), provide the goal in the TARGETS section. If there is not a goal to report, enter a 0 in the appropriate row and column in the TARGETS section.

For November 11, 2022 reporting, do not complete sections 12 through 16 on the Community Initiative Status Form. Your agency will complete those sections at the end of FFY 2023.

Additional guidance for completing a Community Initiative Status Form starts on page 17.

DUE DATE: April 28, 2023

On or before April 28, 2023, agencies are responsible for reporting on the progress of each community initiative their agency is significantly involved.

- 1. Prepare a Community Initiative Status Form for each community initiative your agency is significantly involved in and submit each form by April 28, 2023.**

Instructions:

- A. Review each Community Initiative Status Form your agency has in place (the forms your agency prepared and submitted for November 11, 2022 reporting). Update and amend any incorrect information on each form, including deleting the community initiative if appropriate.
- B. If your agency wants to add a community initiative, open a blank Community Initiative Status Form (CISF tabs) and provide the information requested in sections 1 through 11.
- C. For each community initiative that has a goal (numeric or as a percentage), provide the goal in the TARGETS section. If there is not a goal to report, enter a 0 in the appropriate row and column in the TARGETS section.

For April 28, 2023 reporting, do not complete sections 12 through 16 on the Community Initiative Status Form. Your agency will complete those sections at the end of FFY 2023.

Additional guidance for completing a Community Initiative Status Form starts on page 17.

DUE DATE: November 10, 2023

On or before November 10, 2023, agencies are responsible for reporting on the progress of each community initiative their agency is significantly involved in.

- 1. Complete a Community Initiative Status Form for each community initiative your agency was significantly involved in during FFY 2023 and submit each form by November 10, 2023.**

Instructions:

- A. Review each Community Initiative Status Form your agency has in place (the forms your agency prepared and submitted for April 28, 2023 reporting). Update and amend any incorrect information on each form, including deleting the community initiative if appropriate. After reviewing each form, complete sections 12 through 16.

- B. If your agency wants to add a community initiative, open a blank Community Initiative Status Form (CISF tabs) and provide all the information requested on the form.

The following is additional guidance for completing a Community Initiative Status Form.

Community Initiative Status Form Guidance:

1. Initiative Name: Enter the name of the community initiative.
2. Initiative Year: Enter the number of years the community initiative has been in place. If it has been in place for over 7 years, enter 7+. If it is a new community initiative, enter 0.
3. Problem Identification: Clearly explain the need or problem the community initiative seeks to address in the community, and briefly explain how the community need or problem was identified.
4. Goal: Provide the overall goal of the community initiative. The goal is the ultimate outcome the community initiative seeks to achieve.
5. Issue: Identify (by entering the number associated with the CSBG domain) the CSBG domain that best represents the community need or problem being addressed by the community initiative. If appropriate, more than one CSBG domain may be reported.
6. Ultimate Expected Outcomes: From the CNPIs list (CNPIs List tab), identify the CNPI (or CNPIs) that is used to measure progress towards the community initiative's overall goal, and enter that measure under the CNPI heading and the measure description under the CNPI Measure Description heading.

If the performance indicator being used to measure progress, is not on the CNPI List, enter "other" under the CNPI heading and enter the measurement being used under the CNPI Measure Description heading.
7. Identified Community: Enter the community the community initiative is targeting to achieve the goal. Only enter one of the communities listed. If the community being targeted is not listed, describe the community being targeted.
8. Expected Duration: Enter the number of years the community initiative is expected to be in place. If it is ongoing and does not have a set end date, enter 7+.
9. Partnership Type: Enter YES next to the level of partnership for which the agency is engaged. Only enter YES next to one of the levels of partnership.
10. Partners: Provide a brief narrative on the main partners participating (up to 2) in the community initiative. Include the name of the partner, how they are involved, and the resources they offer to the community initiative.
11. Strategy: From the STRATEGIES list (Strategies List tab), identify the strategy used to achieve the community initiative's overall goal, and enter the strategy under the STR heading. If there are more than 3 strategies, list those strategies under the Other Strategies heading.

If the strategy or a strategy being used is not on the Community Initiatives Strategies List, enter the strategy being used under the Other Strategies heading.

TARGETS: The CNPI and CNPI Measure Description columns are auto-populated with the information you provide in #6 Ultimate Expected Outcomes section.

Counts of Change CNPIs

For each Counts of Change CNPI listed in this section, enter the numeric goal in the TARGET OUTCOME column. Do not enter a baseline percentage. Baseline rates do not apply to Counts of Change CNPIs.

Rates of Change CNPIs

For each Rates of Change CNPI listed in this section, enter the baseline percentage rate in the BASELINE PERCENTAGE column and enter the goal (as a percentage) in the TARGET OUTCOME column. The BASELINE PERCENTAGE is the starting rate that is used to compare and measure percent change for the community initiative.

The following information on Rates of Change CNPIs is from the National Association for State Community Services Programs (NASCAP):

Rates of Change CNPIs require agencies to report the “percent change” (the increase or decrease) of a community-level indicator from one year to the next, or as data becomes available. While requiring a bit more information, these community indicators fully show the impact a community initiative (usually involving multiple organizations) has within an identified community.

For “rate of change,” report only when data is available. For example, some data sets may only be published every five years. Therefore, it is only reasonable to report on change once every five years. Agencies do not have to wait for new data; they may use the most recent data available to them. An example is using the U.S. Census annual estimated updates in lieu of waiting ten years for new data.

Agencies may select data sets that are available to them and pertinent to the work of their community initiative. Agencies may also create their own data set by completing surveys, using known data, using the data they have collected, working with a local college or university, or any other way that is logical for the work being done.

12. Progress on Outcomes: Enter the progress level for reporting the community initiative’s outcomes. Enter “No Outcomes” if the community initiative is still in progress, but there are no outcomes to report for FFY 2023. Enter “Interim Outcomes” if the community initiative is still in progress and there are outcomes to report for FFY 2023. Enter “Final Outcomes” if the community initiative has ended and there are final outcomes to report for FFY 2023.

13. Impact of Outcomes: If there are interim or final outcomes to report, provide a brief narrative that explains the impact of the community initiative’s outcomes.

14. Outcomes to Report: The CNPI, CNPI Measure Description, Baseline Percentage, and Target Outcome columns are auto-populated with the information already provided in #6 Ultimate Expected Outcomes and Targets sections.

Counts of Change CNPIs

For each Counts of Change CNPI listed in this section, enter the interim or final outcome in the OUTCOME column.

Rates of Change CNPIs

For each Rates of Change CNPI listed in this section, enter the interim or final percentage rate in the OUTCOME column.

Explanations:	For each <u>final outcome</u> reported, review and compare the TARGET OUTCOME and final OUTCOME and explain any significant differences between them.
15. Final Status:	Enter the community initiative's final status. Enter "Still Active" if the community initiative is still in progress. Enter "Ended Early" if the community initiative ended sooner than expected. Enter "Completed Still Delivering Value" if the community initiative has ended but outcomes are still being obtained in the community. Enter "Ended as Planned" if the community initiative ended as planned and is no longer obtaining outcomes.
16. Lessons Learned:	Provide brief narratives on the lessons learned during the community initiative. Include information on what went well or is going well with the community initiative, the barriers, and the important findings.
Comments/Notes:	Optional space for agency comments and notes about the community initiative.

ATTACHMENTS

- A Cover Sheet (form)
- B1 FFY 2023 Community Action NPIs - Individual and Family (spreadsheets)
- B2 FFY 2023 Community Action NPIs - Community (forms)
- C CSBG Program Budget (forms)
- D Projected FFY 2023 CSBG Agency Allocations
- E CSBG Assurances (form)
- F CSBG Application Checklist